

Policy Memorandum



POLICY SUBJECT: HIGH SCHOOL SCHOLARSHIP

DEPARTMENT: ADMINISTRATION

AMENDED BY COUNCIL:

ORIGINAL POLICY DATE: SEPTEMBER 16, 2026

POLICY#: 2.4-4

Purpose

The Town of Labrador City is committed to supporting local youth in pursuing post-secondary education and training opportunities. The High School Scholarship recognizes graduating high school students who have demonstrated resilience, community involvement, leadership potential, and financial need.

The Town will award two (2) scholarships valued at \$2,500 each annually.

Eligibility

To be eligible, applicants must:

1. Be a graduating student from Level III in the year of application.
2. Be a resident of Labrador City or be the child/ward of a Labrador City resident for a minimum of one (1) year.
3. Have been accepted into a recognized post-secondary institution, trade school, apprenticeship program, college, university, or other accredited training program.
4. Submit a complete application package by the stated deadline.
5. Must be a Canadian citizen or permanent resident.

Selection Criteria

The scholarship is not based on academic grades. Applicants will be evaluated using the following criteria:

Criteria	Weight
Community Involvement and Volunteerism	33.4%
Personal Statement and Educational Goals	33.3%
Leadership, Resilience, and Overcoming Challenges	33.3%
Total	100%

The selection committee may consider factors such as:

- Significant personal, medical, family, or economic challenges overcome by the applicant.
- Volunteer service and contribution to the community.
- Future educational and career goals.
- Participation in school, cultural, athletic, or community activities.

Academic marks will not be used as a determining factor except to confirm graduation requirements have been met.

Required Application Documents

Applicants must submit:

1. A completed scholarship application form.
2. Official High School Transcript
3. A personal essay (750–1000 words) describing:
 - Educational and career goals.
 - Community involvement.
 - Personal challenges overcome.
 - How receiving the scholarship would assist in achieving post-secondary goals.
4. Two (2) letters of reference from a teacher, coach, employer, volunteer coordinator, or community leader.
5. Proof of acceptance in a post-secondary program.

Selection Committee

Applications will be reviewed by a Scholarship Selection Committee appointed by the Town.

The Committee will:

- Review all eligible applications.
- Assess applications using the approved evaluation criteria.
- Recommend two recipients to Council for approval.

All information submitted by applicants will be treated confidentially and used solely for scholarship evaluation purposes.

Scholarship Payment

The scholarship will be awarded upon proof of enrollment in a post-secondary institution, trade school, apprenticeship, or accredited training program.

Funds may be used for:

- Tuition
- Books and supplies
- Residence fees
- Apprenticeship training expenses
- Other educational costs

Deadline

Completed applications must be received by the deadline set annually by Council.

Scholarship recipients will be notified in the Fall of that year, and awards will be presented at a Council meeting, graduation ceremony, or other Town event.

The Town reserves the right to request additional information to verify eligibility. Incomplete applications shall not be considered.



Jody Murray, CAO



Jordan Brown, Mayor